

**Historical Buildings and Sites Commission  
MEETING MINUTES  
June 16, 2022  
5:15 pm Council Chambers**

**COMMISSIONERS:**

Ward Warren (Chair)  
Arden McConnell (Vice Chair)  
Vacant  
Shirley Holzinger  
Nathan Miller (absent)  
Sandra Crowder  
Cynthia Charat

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Jason Maki – Associate Planner

**COUNCIL LIAISON:**

Joel King

**GUESTS:**

1. **Roll Call** – Chair Warren called the meeting to order at 5:16 pm.
2. **Introductions:** None.
3. **Public Comment:** Chair Ward asked for a moment of silence in remembrance of beloved Commissioner Virginia Ford, who passed away on Tuesday. Ginger was a fifth generation Grants Pass native, her passing is a huge loss to the Commission and the Community.
4. **Approval of Minutes:**
  - a. May 19, 2022:

**MOTION**

**Vice Chair McConnell moved, and Commissioner Holzinger seconded the motion to approve the May 19, 2022 minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Holzinger, Charat, and Crowder.  
“NAYS”: None. Abstain: None. Absent: Miller.  
The motion passed.**

**5. Action Items:**

- a. Commission Member Application Review and Recommendation
  - i. Commissioner Warren was reappointed the HBSC by the City Council on June 15, 2022.
- b. Public Hearing for 303-00120-22; Historical Building Façade Improvement Review – 232 SW 6<sup>th</sup> Street
  - i. Staff member Maki presented the staff report for the project.
  - ii. Staff recommended an edit to the findings of fact which reflects the fact that the subject property is identified as being “eligible/contributing” in the 2015/16 Historic Resources Inventory of the Central Business District, with 2017 Updates
  - iii. The applicant presented their proposed project.
  - iv. After deliberation by the Commission, members voted unanimously to approve the proposal

**MOTION**

**Vice Chair McConnell moved, and Commissioner Charat seconded the motion to approve the Historical Building Façade Improvements at 232 NW 6th Street with edits as proposed by staff. The vote resulted as follows: “AYES”: Vice Chair McConnell, Commissioners Holzinger, Charat, and Crowder.**

**“NAYS”: None. Abstain: Warren. Absent: Miller.**

**The motion passed.**

- c. Public History Project Discussion and Possible
  - i. Last month Jenna presented a proposed history project
  - ii. Chair Warren received correspondence from Jenna and would like to add an agenda item to next month’s meeting to discuss the project and the new information provided by Jenna.

## **6. Matters from Commission Members and Staff**

- a. Local Landmark Applications Update
  - i. All 3 local landmark applications were approved by Council. Including
  - ii. Chair Warren described how a Text Amendment to Article 13 would help expedite local landmark applications.
- b. Riverside Park Signage Update
  - i. The City Council Liaison, Joel King, clarified that Council approved moving forward with replacing the existing sign at Riverside Park on 7<sup>th</sup> and Park Street with a sign designed to look like the existing sign at the Riverside Park entrance on 6<sup>th</sup> Street.
- c. Historic District Map Update.
  - i. The Historic District Map will need to be updated before it goes to print
- d. Historic District Signage Discussion
  - i. Staff presented a concern about the number of items already attached to the light poles in the Historic District and how that might affect adding banners.
  - ii. Staff also commented on the potential that wireless antenna infrastructure could be added to the light poles and the Council is in discussions about the topic. Staff will follow up with a presentation.
- e. Chair Warren gave an update on the Redwood Empire sign, which included comment about the sign being lit up and repaired after having been damaged.

## **7. Future Agenda Building for Next Meeting:**

- a. The Commission requested that the guest, Jenna Wiltrout, provide a written project proposal for review
- b. Update on Central Business District Revitalization Task Force progress
- c. Public Hearing for 303-00119-21; Local Historical Landmark Designation at 1230 Rogue River Highway

## **8. Adjourn: before 6:17 pm**

**Next Meeting: July 21, 2022**

*Summary minutes prepared by Jason Maki, Associate Planner, Grants Pass Community Development.*

**Historical Buildings and Sites Commission  
MEETING MINUTES  
July 21, 2022  
5:15 pm Council Chambers**

**COMMISSIONERS:**

Ward Warren (Chair)  
Arden McConnell (Vice Chair)  
Vacant  
Shirley Holzinger  
Nathan Miller  
Sandra Crowder (absent)  
Cynthia Charat

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Jason Maki – Associate Planner

**COUNCIL LIAISON:**

Joel King (absent)

**GUESTS:**

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:** None.
3. **Public Comment:** None
4. **Approval of Minutes:**
  - a. June 16, 2022 – summary minutes were not provided to the Commission by staff, the Commission asked for summary minutes to be prepared and provided for approval at the next scheduled meeting.
5. **Action Items:**
  - a. Findings of Fact for 303-00120-22; Historical Building Façade Improvement Review – 232 NW 6<sup>th</sup> Street.
    - i. A needed edit to the findings was identified. The correction should reflect the Chair Warren abstained from voting.
    - ii. It was clarified that Commissioner Miller should abstain from the vote due to not participating in the hearing last month.

**MOTION**

**Vice Chair McConnell moved, and Commissioner Charat seconded the motion to approve the Findings of Fact for 303-00120-22; Historical Building Façade Improvement Review – 232 NW 6th Street with edit identified by the Commission. The vote resulted as follows: “AYES”: Vice Chair McConnell, Commissioners Holzinger, and Chara.**

**“NAYS”: None. Abstain: Chair Warren and Miller. Absent: Crowder.**

**The motion passed.**

- b. Welcome Center Remodel Discussion and Possible Action
  - i. HBSC made a previous recommendation from a choice of exterior remodel options.
  - ii. The preference of the Commission is for the Welcome Center to be brought back the original colonial design of the building.
  - iii. The intent of the Commission is to clarify the recommendation of the HBSC and the reasoning behind the recommendation.

## MOTION

**Chair Warren moved, and Commissioner Holzinger seconded the motion for Staff to communicate to Council that the Downtown Welcome Center be brought back to the original design of the building ('Ben Franklin Bank' bldg). If any doors, including garage style doors, are to be added, it is the preference of the HBSC that they be added to the west side of the building, where a larger public gathering area exists. The vote resulted as follows: "AYES":**

**Chair Warren, Vice Chair McConnell, Commissioners Holzinger, Charat, and Miller.**

**"NAYS": None. Abstain: none. Absent: Crowder.**

**The motion passed.**

### **6. Matters from Commission Members and Staff**

#### a. Budget Update

- i. Director, Bradley Clark, presented general information related to the City budget and how it relates the HBSC action plan.
- ii. Project can be funded through the Strategic Planning process, or through a motion by the committee for the consideration to Council.
- iii. Several HBSC action items align with current Council budget line items.
- iv. City committees do not generally have budgets but can request funds from Council.
- v. Historic District Banners may be able to use tourism funds.

#### b. Historic District Banner Signs Discussion

- i. Staff member, Jason Maki, presented an initial analysis of the number of light poles in the Historic District, but stated he would confirm the numbers presented.
- ii. Chair Warren asked for the topic to be added to next month's agenda for further discussion.

### **7. Future Agenda Building for Next Meeting:**

- a. Wireless Antennas Presentation
- b. Historic District Banner Discussion
- c. Article 13 Development Code Amendment Draft
- d. Museum Discussion

### **8. Adjourn: before 6:17 pm**

**Next Meeting: August 11, 2022**

*Summary minutes prepared by Jason Maki, Associate Planner, Grants Pass Community Development.*

**Dianne Phelan**

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 28, 2022 11:22 AM  
**To:** Karen Frerk; Dianne Phelan  
**Subject:** Online Form Submittal: City Committee / Commission Appointment Application

[NOTICE: This message originated outside the City of Grants Pass -- DO NOT CLICK on links or open attachments unless you are sure content is safe.]

## City Committee / Commission Appointment Application

Select the Board, Commission, or Committee applying for	Historical Buildings and Sites Commission
Wait List	Yes
Historical Buildings & Sites Commission - Special Qualification	Owns property in either Historic or Conservation District, or owns a Historic Landmark
<b>Personal Information</b> <i>Enter your personal information.</i>	
First Name	Kathy
Last Name	Ford-Johnson
Residential Address	
Zip Code	
Mailing Address (if different)	Same as Above
Zip Code	N/A
Home Phone Number	...
Business Phone Number	--
Email Address	
Occupation and Employer	Retired High School Principal... Currently supervises teaching candidates at George Fox University

May we contact you at work?	Yes
City Resident	Yes
If yes, how many years?	Current Resident ~ Born in Grants Pass, Graduated from Grants Pass High School, Worked for the G.P. Parks and Rec. Department, Worked for GPSD #7, Currently Own Multiple Properties with the Grants Pass City Limits.
County Resident	Yes
If yes, how many years?	Please Refer To Above Statemnt Regaurding Residency.
City Wards	2
<b>Educational Background</b> <i>Enter your educational background.</i>	
High School	<i>Field not completed.</i>
College	Advanced Degree
Trade or Business School	<i>Field not completed.</i>
Have you ever been convicted of a felony?	No
Relevant Job History	I have spent 40+ years within the Educational Field. During this tenure I have spent 20+ years as an Educational Administrator. Following my retirement in 2019 I have been employed by George Fox University to assist in the supervision of educational (teacher) graduates. I have also been contracted as an Administrative Consultant to assist as needed within the K-12 realm. My career has afforded me the opportunity to gain a vast variety of experience dealing with challenging situations involving staffing, safety and security, building use and community involvement. There has been immense change within the educational field during the past 40+ years. In order to be effective, one must possess the skills of flexibility and pertinent foresight. I believe these attributes transfer perfectly to the current opening available on the HBSC.
Previous Volunteer/Committee Experience	*Student Senate-Southern Oregon University *Presidential Selection Committee-Southern Oregon University *Arts/Beautification Committee-Oregon City SD *School Based Health & Nutrition Team *Numerous Curriculum Review Committees *Clackamas County COVID-Task Force *Educational Service District-Safety & Security Advisory Committee.

Community Involvement      \*Oregon City Health and Safety Fair for 10+ years.  
    \*Planned and Chaired "Annual Veteran's Assembly" (Large Community Event) for 15+ years.

**Authorization Waiver**

*I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.*

Verification                      I verify the information in my application.

Applicant's Name                Kathy Ford-Johnson

Date                                 6/28/2022 11:00 AM

**City Committee / Commission Appointment Questionnaire**

*Fill out the following questions.*

Statement of your reasons for desiring to serve:      I have extremely deep roots within the Grants Pass community. My family history within the Grants Pass area, (on my Mother's side) goes back 5 generations. From the time I was a young girl I was taught the importance of our family history within the Grants Pass area. My parents were both dedicated to making Grants Pass a stronger and more vibrant community. My parents graduated from Grants Pass High School and never left. They "loved" this town. They both taught me that you can not just take these treasures (Grants Pass) for granted. They gave back to the town that meant so much to them throughout their lives. I proudly follow in their footsteps. I believe now, more than ever that it is important to give to your community, to set an example for generations to come, of the importance of caring and giving to your community....

Statement of any relevant concerns or goals to be achieved while serving in this position:      I truly am applying for this position with no agenda, other than working to make Grants Pass an even more "special" place than it already is!

What do you think are the most critical issues facing this local government in the next three years?      As with "any" project or committee, the importance of moving forward with continuity and focus, in a positive and meaningful direction is of vital importance.

Are there some things about the City of Grants Pass that you have a special interest in?                      Maintaining and Improving the Historical Downtown area.

Additional Information              *Field not completed.*

### Responsibilities of Volunteers

*As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:*

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*What if I am accused of doing something wrong?*

*The city provides you with protection from liability for bodily injury or property damage you cause to someone else. We refer to this coverage as "Tort Liability." The coverage is subject to the following conditions:*

- 1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.*
  - 2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.*
- 

*You are personally responsible when:*

- 1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.*
- 2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.*
- 3. You are accused of a crime.*
- 4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.*

*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

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*What if I have an accident while driving a City vehicle?*

*The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.*

*Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.*

*The coverage is subject to the following conditions:*

- 1. You report an accident that happens on City business to your supervisor immediately.*
  - 2. You cooperate fully with Risk Management and the City Attorney.*
  - 3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.*
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*You are not covered for an accident while driving when:*

- 1. You operate your personally owned vehicle to perform City business. The City does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle*
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*that you use on City business. It is up to you to carry insurance on your vehicle.*

*2. You use a City vehicle or any other vehicle for personal use. The City does not provide any coverage if you drive a City vehicle or any other vehicle contrary to your job description or the directions of your supervisor.*

*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

**What if I get hurt?**

*The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:*

- 1. Coverage pays after any available insurance which may apply to the same injury.*
- 2. If your are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.*
- 3. The amount of Insurance applicable per Registered Volunteer is as follows:*
  - a. Principal Sum - \$2,500*
  - b. Capital Sum - \$2,500*
  - c. Medical Indemnity - \$25,000*

**Reporting an Accident**

*Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.*

Verification	I have read and understood the insurance limitations.
Volunteer's Signature	Kathy Ford-Johnson
Date	6/28/2022 11:15 AM

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